



COUNTY OF SAN DIEGO • DEPARTMENT OF PLANNING AND LAND USE

BOUNDARY ADJUSTMENT; CERTIFICATE OF COMPLIANCE STAFF CHECK LIST

Case No. _____ Date: _____ Checked by: _____

Owner(s): _____

APN(s): _____

A. THE FOLLOWING MUST BE SHOWN ON THE PLAT (Original Plat to be submitted at Intake):

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Name, address, phone number and signature of all owners. | |
| <input type="checkbox"/> | Name, address, phone number, registration number and signature of preparer. (Must be a registered civil engineer or land surveyor if this is a boundary adjustment.) | |
| <input type="checkbox"/> | Vicinity Map. | <input type="checkbox"/> Abbreviated legal description. |
| <input type="checkbox"/> | Scale and north arrow. | <input type="checkbox"/> Property line dimensions. |
| <input type="checkbox"/> | Net area of each lot. | <input type="checkbox"/> All areas subject to inundation. |
| <input type="checkbox"/> | Parcels labeled A, B, C, etc. and identified with APN(s). Identify owner of each parcel involved. | |
| <input type="checkbox"/> | Existing zoning including minimum lot size required. | |
| <input type="checkbox"/> | Identify all structures and show distance to property lines. | |
| <input type="checkbox"/> | Location, width and name of all existing and proposed street/road easements, and IODs, building limit lines, etc. | |
| <input type="checkbox"/> | Health Department Certification, if on septic and/or well. | |

If Boundary Adjustment: Existing boundary lines being changed shown as dashed lines and labeled. Proposed boundary lines shown as solid lines and labeled. All other boundaries shown as solid lines.

B. ADDITIONAL INFORMATION AND/OR REQUIRED FORMS:

- | | | | |
|--------------------------|--|--------------------------|-------------------------------------|
| <input type="checkbox"/> | DPLU #346 | <input type="checkbox"/> | Grant Deed of current owner(s). |
| <input type="checkbox"/> | Completed Water Letter. | <input type="checkbox"/> | Completed Sewer Letter. |
| | (Note: Existing septic system requires Health Dept. acknowledgment even if sewer service is proposed.) | | |
| <input type="checkbox"/> | DPLU #715 Project Description Form. | <input type="checkbox"/> | DPLU #320 Evidence of Legal Parcel. |
| <input type="checkbox"/> | Documentation of recorded access to subject property (unless abutting a public street), if not recorded with the current owner's deed. | | |
| <input type="checkbox"/> | DPW and DPW environmental deposits are required <u>only</u> if road location per Final Map or Parcel Map is changing or public improvements are being proposed. | | |
| <input type="checkbox"/> | \$930 for DPW if Certificate of Compliance is for Remainder Parcel of Parcel Map. | | |
| <input type="checkbox"/> | \$4,890 for DPW if Certificate of Compliance is for a Minor Subdivision Violation (MSV) . | | |
| <input type="checkbox"/> | Public notice materials, if required. | | |
| <input type="checkbox"/> | New legal description required for proposed parcels (must be typed on plain white paper, 8 1/2" x 11", with one inch (1") margins, entitled "Parcel A", "B", etc. with Exhibit "A" at top center of the page), BUT NOT MANDATORY AT INTAKE. | | |
| <input type="checkbox"/> | Merger of Parcels Form ZC #074 (CC) or ZC #075 (BA/BC). | | |



DPLU-337 (09/06)

FOR DPLU USE ONLY

- ☐ Use staff checklist (DPLU #337) to make sure application package is complete.
- ☐ Fill out the back of Discretionary Permit Application (DPLU #346).
- ☐ If the submittal is a Certificate of Compliance for a **Merger of Parcels, Not Approved for Development, Designated Remainder Parcel or a Minor Subdivision Violation** make a note in the Technician Comments section on the back of DPLU #346 for PPCC. DPLU #715 should help you determine what the certificate is for. If not, check the Health Department Certification box on the plat (DPLU #239) – it should state if it is for a merger or Not Approved for Development.
- ☐ Get case number from Case Number book.
- ☐ Input application into KIVA.
- ☐ Enter case number on Assessor Page(s) and clipboard. If project is on more than one page or in more than one book, reference parcel number(s) in parentheses on each page.
- ☐ Make copies of Assessor page(s), write case number in lower right hand corner, use highlighter to outline parcels.
- ☐ Make a copy of the legal lot evidence (Parcel Map, Final Map, Previous BA, BC, CC, Division of Land Plat, Good Record of Survey (Has green stripe across top of card). Use highlighter to outline parcels.
- ☐ Use MAINFRAME (Assessor Screen) to make copies of owner information for all parcels.
- ☐ Complete the title block on the plat (Date Filed, Received By, Plat No.).
- ☐ Enter the Case Number, Owner(s) name, Date Filed and Assessor Parcel Numbers in the **red BA/CC ledger**. Use notes section to identify projects that are **Merger of Parcels, Not Approved for Development, Designated Remainder Parcel, Minor Subdivision Violation** and the case number(s) of linked cases.
- ☐ Fill out Evidence of Legal Parcel (DPLU #320) and attach copies of history. If no legals, need deed dated prior to February 1, 1972, and attach it to Form #320. (Not necessary to read deed, project manager will read deed.)